

JOB DESCRIPTION

Job Title: *Specialist, Prevention/Intervention Education (9805)*

Job Summary:

The prevention/intervention specialist assists the facilitator and manager with prevention/intervention programs in implementing the K-12 substance abuse, behavior management, and violence prevention/intervention programs for the county. Specialists manage the daily operation of prevention/intervention education to students, staff, and school site administration.

Essential Functions:

- Conducts and facilitates school-wide K-12 substance abuse prevention/intervention education activities, collaborates and coordinates student training opportunities with other district and program staff;
- Promotes and conducts substance prevention/education to students, parents, teachers, and staff;
- Provides training to school staff in areas related to chemical dependency, violence prevention, gang awareness, and social service interventions; assists in planning and organizing professional development opportunities;
- Coordinates student identification process for intervention programs with school administrators, counselors, and other appropriate school-based staff;
- Responsible for input, compilation and completion of monthly and annual program reports to the manager and administrator of prevention/intervention programs and school administration;
- Develop and implement program curriculum;
- Responds to students in crisis situations with support and coordination of additional referrals and wrap-around services to students as needed to assist and support overall school success;
- Communicates with local social service agencies and assists schools with family referrals to local social service agencies;
- Maintain data and reporting to ensure grant compliance and assurance;
- Performs other job-related duties as assigned.

Skills, Knowledge and/or Abilities Required:

• **Skills to:**

- Work with students in grades K-12 and in alternative school settings;
- Keep records in a computer-based information system;
- Operate standard office equipment including using pertinent software applications i.e.. Word, Publisher, Excel, Internet;
- Prepare and maintain accurate records;
- Administer first aid.
- Make independent decisions; protect confidentiality of student information and records;
- Make appropriate referrals/reports to parents and/or school administrators and counselors.
- Possess excellent human relations skills.
- Possess multiple task coordination.
- Data collect and interpret.
- Case manage, and possess interpretive skills to identify student needs.
- Use multimedia and computer technology.

• **Knowledge of:**

- Regional, youth-targeted counseling and treatment resources for substance abuse;
- Service learning educational programs;
- Correct English usage, spelling, grammar and punctuation;
- Small group instructional strategies;
- Community service organizations;
- State and federal reporting process;
- Program implementation;
- Middle and high school academic subjects to facilitate tutoring of students when necessary;

- Current alcohol, tobacco, drugs and other risky behavior trends involving children and adolescents;
- Resource agencies providing counseling/rehabilitation services through the community;
- Classroom management and de-escalation experience.

- **Ability to:**

- Be self-directed;
- Work well with others;
- Work flexible hours as well as overtime, with compensation, if needed;
- Organize and use time effectively;
- Organize and conduct large group recreational activities;
- Keep accurate records;
- Communicate effectively both orally and in writing;
- Lift and carry 25 pounds, usually with assistance;
- Relate and work successfully with students, parents, and school staff, community.

- **Education/Experience Required:**

- Bachelor's degree preferred; OR, Associate's degree plus three years of experience interacting with elementary and secondary students on a daily basis involving counseling and working with students who are considered 'high risk,' have behavioral problems, poor social skills and with racially diverse backgrounds.

- **Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.
- Obtain & maintain first aid & CPR certificate.

FLSA Status: Non-Exempt

May 2018

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.